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# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L'État de Poudouchéry

### The Gazette of Puducherry

#### PART - II

சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY

அதிகாரம் பெற்ற  
வெளியீடு

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No.	29 Poudouchéry	Lundi	6	Avril	2015
No.	Puducherry	Monday	6th	April	2015

( 16 Chaitra 1937 )

#### GOVERNMENT OF PUDUCHERRY DIRECTORATE OF SCHOOL EDUCATION (SECRETARIAT WING)

(G.O. Ms. No. 83, dated 31st March 2015)

#### ORDER

The need for issue of guidelines for implementation and monitoring of the Scheme of Free Supply of Text Books, Exercise Note Books, Uniforms, School bags, Footwear and Laptop Computers to the Government School Students has been engaging the attention of the Government for quite some time. After taking into consideration, all the aspects of this scheme and as the number of articles under the scheme and its coverage have increased considerably in recent times and the department is implementing the scheme to all the students, guidelines are required to be issued to regulate the implementation and monitoring of the said scheme.

2. The Director of School Education has submitted draft guidelines for implementing and monitoring the free supply scheme for approval of the Government.

3. After careful examination of the proposal, the Lieutenant- Governor, Puducherry is pleased to approve the guidelines for the “Scheme for Free Supply to School Students” as appended to this order and notify the same for implementation.

(By order of the Lieutenant-Governor)

**B. ZAREENA BEGAM,**  
Under Secretary to Government  
(School Education).

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#### **GUIDELINES FOR THE SCHEME FOR FREE SUPPLY TO SCHOOL STUDENTS**

The scheme aims to supply free of cost, basic educational requirements of the students' from lower rungs in the socio-economic pyramid irrespective of their parent's annual income, to ensure they are equipped to compete in a level playing field.

2. The Deputy Director (Elementary Education) in the Directorate of School Education shall be the Implementing and Monitoring Authority for the scheme of free supply to all the school students.

3. The beneficiaries of the scheme shall be supplied with the materials under the free supply scheme as detailed below:

- |                |   |
|----------------|---|
| (a) Uniform    | Two sets of uniforms for classes LKG, UKG, I to X Standards of Government and Government aided private schools and XI and XII Standards of Government schools of all regions in the Union territory of Puducherry.                                  |
| (b) Text books | All required text books for LKG and UKG of Government schools, classes from I to X Standards of Government and Government aided private schools and XI and XII Standards of Government schools of all regions in the Union territory of Puducherry. |

- |                             |  |
|-----------------------------|--|
| (c) Exercise<br>note books. | For classes LKG, UKG, I to X Standards of Government and Government aided private schools and XI and XII Standards of Government schools of all regions of the Union Territory as per yardstick issued from time to time.    |
| (d) School bags             | One school bag for classes LKG to XII Standards in Government schools.   |
| (e) Footwear                | One pair of chappals for classes LKG to XII Standards in Government schools.   |
| (f) Laptop<br>computers     | Distribution of laptop computers free of cost to students who have passed Higher Secondary in Public Examination from the academic year 2013-14 in Government Higher Secondary Schools in the Union territory of Puducherry. |

4. The regulatory guidelines for implementing the scheme are as detailed below:

(a) At the close of admission, every year the Heads of the Schools run by Government and Government aided schools shall furnish the standard-wise, gender-size-wise and scheduled caste and non-scheduled caste-wise number of students from LKG to XII Standards to the Deputy Director (Elementary Education) in the proforma prescribed by the department by 30th September of every year (Annexure-I).

(b) While furnishing the list of students and beneficiaries, the Heads of the Institutions shall furnish the item-wise stocks on hand after distribution in the previous academic year and the actual requirements of different free supply articles needed for the next year.

(c) The Deputy Director (Elementary Education) shall submit proposals for expenditure sanction and advance drawal, wherever necessary for purchase of different articles of free supply after taking into account the stocks on hand, immediately after obtaining the number of beneficiaries.

(d) The Elementary Education Wing under the control of the Deputy Director (Elementary Education) shall prepare the Budget and Revised Estimates every year based on the anticipated number of beneficiaries and the actual expenditure incurred for the previous years, scrutinise the proposals for expenditure sanction and advance drawal received from the Inspecting Officers and obtain sanction from the Government and communicate the same to the Inspecting Officers so as to book the expenditure before the closure of the financial year, place supply orders and procure the articles for free distribution at the commencement of the next academic year itself.

(e) The Heads of the Institutions shall maintain class-wise list of beneficiaries register for different articles with the acknowledgment of students/parents and class teachers concerned for receipt of articles and maintain separate stock register and prominently display in the office, the details of free supply articles being made to the students alongwith a copy of the guidelines. The list of students who have received laptop computers shall be displayed in the notice-board of each school for public information. A region-wise consolidated list of students who have received laptop computers shall be hosted in the official website of the Directorate of School Education for public information.

(f) Each class should display the list of beneficiaries of free supply items with the signature of the class teacher in the Government and Government aided schools.

(g) The Inspecting Officers shall counter-check at random the supplies made to the beneficiaries of both the Government schools and Government aided schools with reference to the beneficiaries/supply registers and send report of completion of supplies before the 31st of August every year.

(h) The Deputy Director (Elementary Education) who is incharge of implementation and monitoring of the scheme shall also conduct random inspection of supplies made in the schools (both Government schools and Government aided schools) with reference to the reports received from the Inspecting Officers.

(i) The Deputy Director (Elementary Education) shall also undertake an evaluation study on the impact of the free supply scheme on drop-outs/retention of the students and improvement of education with the assistance of the Statistical Cell in the Directorate of School Education and suggest appropriate measures to make the scheme more efficacious.

(j) The procedure for the method of distribution of laptop computers to the students is as follows:

(i) The Joint Director dealing with Higher Secondary Schools will be the Nodal Officer for implementation of the scheme.

(ii) The Heads of Schools shall prepare a list of passed students with marks as soon as the Higher Secondary Examination results are published and send them to the Joint Director (Nodal Officer) in the prescribed form (Annexure-II). The Nodal Officer will conduct pre-distribution and post-distribution check of the beneficiaries list, after verification shall prepare the region-wise list for distribution of laptop computer and submit the same to the Director of School Education.

(iii) The Director shall scrutinise the region-wise list and do a random check to ensure its correctness and shall cause issuance of orders/proceedings approving the list of students and authorising distribution.

(iv) On receipt of the orders/proceedings, laptop computers shall be handed over to each Heads of Schools under proper acknowledgment.

(v) The Heads of Schools should identify and earmark proper storage space in their respective schools for the safe keeping of the laptop computers till they are distributed to the students. The place should be safe and secure and it should be ensured that sufficient number of technical personnel are made available at the time of supplying the laptop computers by the suppliers and also while distributing the laptop computers to the students. The personnel of suppliers will facilitate verification and demonstration at the schools.

(vi) Then the Heads of school shall distribute laptop computer to the student concerned after obtaining acknowledgment from the student in the form prescribed by the Director in the presence of the parent/guardian of the student, who shall be required to witness the distribution and to countersign the acknowledgment.

(vii) After distribution is over, the acknowledgments obtained from students shall be sent to the Nodal Officer along with a certificate of distribution.

(viii) Laptop computers, if any, that remain undistributed will be returned to the department within a period of one week.

(ix) The Nodal Officer shall submit a report on verification of at least 10% of the cases, each before and after the distribution are carried out to the Director.

(x) Laptop computers shall be distributed to students at the time of issue of mark sheets. The configuration of laptop computer shall be decided in consultation with the Information Technology Department, Puducherry.

(xi) A monitoring committee may be constituted by the Director for each region for effectively monitoring the distribution of laptop computers. The composition of the monitoring committee and its duties and responsibilities may be decided by the Director with the approval of the Secretary to Government (Education).

5. All officers of the Directorate of School Education, Inspecting Officers and Heads of Institutions concerned with the free supply scheme shall adhere to the guidelines for the implementation of the scheme of free supply to the students.

6. If any doubt arises in the interpretation of these guidelines, the decision of the Government shall be final.

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**ANNEXURE-I**

**PROFORMA FOR REQUIREMENT OF UNIFORMS AND  
TEXT BOOKS UNDER FREE SUPPLY SCHEME**

[illegible]

**ANNEXURE-II**  
**PROFORMA FOR LAPTOP COMPUTERS**  
**PARTICULARS REGARDING PASSED-OUT XII STANDARD STUDENTS**  
 (Separate list for OEBC and SC students)

Region :

Academic year:

Name of the School/Institution:

Sl. No.	Name of the students	Group in which studying	Sex (Male/Female)	Marks obtained	Percentage of marks	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

*Signature of the Head of School/  
Institution with seal.*

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